

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND  
POSITION DESCRIPTION**

**POSITION TITLE:** DIRECTOR, INSTRUCTIONAL SUPPORT SERVICES

**POSITION LOCATION:** Agency

**POSITION REPORTS TO:** Superintendent

**POSITION SUPERVISES:** Technical Assistance to Schools Staff, Case Managers,  
Coordinators, Student Health Center Staff, Deans, IEP Specialists

**QUALIFICATIONS:**

- Master's Degree in Special Education with concentration in one of the following: Deaf or Hard of Hearing; Blind or Visually Impaired; educational or Clinical Psychology; Audiology; Low Vision; or related field.
- Certified or certifiable by the Arizona Department of Education as a Principal.
- Five years of supervisory or administrative experience; or any equivalent combination of experience, education, and/or training approved by the Superintendent.
- Three years experience working with children with sensory impairments.
- Experience providing technical assistance to educational staff.
- Experience working as a Diagnostician or Teacher Trainer.
- Independent and reliable means of transportation.

**PREFERRED QUALIFICATIONS:**

- Experience supervising special education staff.
- Experience working as a member of an assessment team.
- Experience working with public school personnel.
- Certified or certifiable by a national special education professional organization, such as CED or AERBVI.
- Management experience in a residential program serving sensory impaired children.
- Proficiency in Sign Language

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Recruits, trains, supervises and evaluates staff assigned to Technical Assistance to Schools.
- Coordinates with Regional Cooperative Directors and campus Directors to develop assessment services for students in their regions and programs.
- Coordinates comprehensive evaluations for students with sensory impairments including students with multiple disabilities in conjunction with local school districts, ASDB programs and parents.
- Assists with IEP development and placement determinations.
- Coordinates, or conducts, training of school personnel with respect to conducting assessments for students with sensory impairments.
- Manages the operation and resources of the Technical Assistance to Schools , Student

- Health Center and Residential programs.
- Responsible for administration, coordination, and supervision of residential programs including assessment of student programs to determine need for adaptations, development, implementation, and evaluation.
- Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to effectively lead and work with teams.
- Skill in work management, planning, and program direction for deaf and hard of hearing, blind or visually impaired, and multiply disabled children.
- Knowledge of Federal and State laws, regulations, statutes, and policies.
- Knowledge of TAS Programs.
- Knowledge of educational and residential principles and techniques relating to the deaf or the blind student program planning, budgets.
- Knowledge and experience with mandates in special education.
- Ability to develop and maintain excellent interpersonal skills.
- Ability to prepare reports.
- Ability to communicate and write effectively.

SPECIAL REQUIREMENTS/CONDITIONS:

- Travel is required.
- Must utilize appropriate personal protective equipment as required.
- Must be able to work flexible hours, including weekends.